



Book	Policy Manual
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5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which a student has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. ~~observation or celebration of a bona fide religious holiday~~ religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty

- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

~~If the student will be absent for twenty four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.~~

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation

The District requires verification of the date and time of the visitation by the college, university, or technical college.

- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless
- O. absences due to a student's adoption court proceedings

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the student reports to such staff member the student is assigned for guidance at the place in which the student is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

A maximum of nine (9) of a student's excusable absences from school will be considered excused with parental notification by phone. All other absences from school will require additional information and/or documentation in order for the absence to be considered excused. Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee.

At the discretion of the Superintendent, a student may be excused for a longer period of time than nine (9) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. **Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent.** The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to nine (9) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. ~~For the 2020-2021 school year, medical excused absences will be accepted through this process for students participating both in person and remotely. This policy will be extended beyond nine (9) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.~~

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

~~To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.~~

~~The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the (~~x~~) Superintendent (~~x~~) or Designee _____. The (~~x~~) Superintendent (~~x~~) or Designee _____ will review the grievance and issue a written determination of whether the policy has been violated. The decision of the (~~x~~) Superintendent (~~x~~) or Designee _____ is final and not subject to further appeal.~~

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions (as deemed appropriate and/or available):

- A. provide counseling to the student
- B. request the student's parent to attend a parental involvement program
- C. request a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. any other strategies deemed appropriate to assist families in addressing barriers to attendance

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign a designee (one school official) to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

The absence intervention process shall commence upon the first day of instruction of the next school year.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court and/or child protection agency against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer may file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the ~~attendance officer~~ **absence intervention team** may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, the student will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and their parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Franklin County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

SCHOOL ABSENCES

Elementary/Intermediate School

- A. A student's excusable absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.
- B. When the student reaches nine (9) days of parental excused absences, s/he will be mailed an Absence Notification Letter.
- C. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.
- D. When a student exceeds twenty (20) days of absence (excused and/or unexcused), s/he may be considered for retention.

E. Absences will be coded by the length of time students are not in school:

1. Tardy – up to one hour in the a.m.
2. Half day
3. Full day
4. Early dismissal – missing the last one hour of the day

F. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy 5200.03 must be followed.

For purposes of this policy, a student will be considered a habitual truant if s/he is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or twelve (12) or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if s/he is absent without legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one school month, or fifteen (15) or more school days in a school year.

G. A student may not receive credit for unexcused absences.

Middle/High School

A. A student's **excusable** absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional verification or notification in order to be considered excused (i.e., doctor's note). Documentation, other than parent notes provided for purpose of excused absences from school, is reviewed by the principal or designee. Pre-planned absences are considered part of the nine (9) days (see Planned Absence Policy 5200.04). If the school does not receive appropriate notification, the absence will be considered unexcused.

B. When the student reaches nine (9) days of parental excused absences, s/he will be mailed an Absence Notification Letter.

C. All notification of absences from school must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

D. When a student exceeds twenty (20) days of absence (excused and/or unexcused), the following actions may take place:

1. summer school
2. retention
3. expulsion

E. Absences will be coded by the length of time students are not in school:

1. Tardy – up to one hour in the a.m.
2. Half day
3. Full day
4. Early dismissal – missing the last one hour of the day

F. When unexcused absences accrue, guidelines from the Habitual and Chronic Truancy Policy 5200.03 must be followed.

For purposes of this policy, a student will be considered a habitual truant if s/he is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one school month, or twelve (12) or more school days in a school year.

A student will be considered a chronic truant for purposes of this policy if s/he is absent without legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one school month, or fifteen (15) or more school days in a school year.

G. A student may not receive credit for unexcused absences.

TARDIES

Elementary School

The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) hour of the beginning or end of school.

Intermediate School

The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) hour of the beginning or end of school.

Middle School

The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardies will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences.

Tardies and early dismissals will be coded for each student who missed up to one (1) period at the beginning or end of school.

High School

The school staff, parents and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardies will result in a progressive disciplinary action developed by the school; the more tardies a student accrues, the more severe the consequences. If the primary cause for tardiness to school is because of driving, the student's driving privilege will be revoked with no refund of parking fee.

Tardies and early dismissals will be coded for each student who missed up to one (1) period at the beginning or end of school.

TRUANCY/CLASS CUT

Middle School

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed.

High School

Truancy is defined as being out of school or class for a reason other than the reasons listed under the Ohio Revised Code (ORC). A student who is truant from school or class will not be allowed to make up missed work in the class(es) for the truancy date(s).

Truancy from school or from class will result in disciplinary action, which may include truancy charges being filed.

PLANNED ABSENCES

All Schools

It is recognized that circumstances may cause a parent to request that a student be out of school. A planned absence policy has been adopted by the Board of Education. Planned absences will be considered by the Superintendent or designee to determine whether the absences will be excused or unexcused (see Planned Absence Policy 5200.04).

MAKE UP OF CLASS WORK**Elementary School**

Elementary students are to make up work missed as directed by the teachers.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests.

Intermediate School

Intermediate students are to make up work missed as directed by the teachers.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests. Intermediate school students will receive credit for work completed during out of school suspensions.

Middle School

There is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact their teacher for assignments and tests.

The time limit for make-up work shall be one (1) day for each day of absence. The student may not be allowed more than two (2) weeks to make up missed assignments unless an extension is granted by the building principal, who will notify the student's teacher in writing. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests. Middle school students will receive credit for work completed during out of school suspensions.

High School

There is no adequate way to make up a class that is missed. When a student has been absent, it is the student's responsibility to contact their teacher for assignments and tests.

The time limit for make-up work shall be one (1) day for each day of absence, but may not exceed two (2) weeks after the reentry to school unless an extension is granted, in writing, by the principal. Where the absence is anticipated in advance, such as an operation, the student should arrange a procedure in advance for making up assignments and tests.

OUT-OF-SCHOOL SUSPENSION AND CREDIT**Elementary/Intermediate School**

Elementary and Intermediate school students will receive credit for work completed during an out-of-school suspension.

Middle School

Middle school students will receive credit for work completed during an out-of-school suspension.

High School

High school students will receive credit for work completed during an out-of-school suspension.

High School Expulsion and Credit

- A. A student who is expelled will not receive credit for the courses in which the student was enrolled in at the time of expulsion.
- B. However, if the expulsion occurs during the second semester, there is the possibility of granting one-half of the year-long credit for any successful first semester work in a year-long course.

ABSENCE NOTIFICATION

Elementary School

Parents are to call the school to notify if a child is not going to be in attendance for that day.

A. *Phone calls will be received:*

Call the school attendance number and leave a message any time day or night.

B. *Attendance will be taken:*

At the beginning of the school day.

The school attendance office will then compare the parent notification calls with the absence list and will then call the parents of those students for whom they have not received a call and who are reported as absent.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

Intermediate School

Parents are to call the school to notify if a child is not going to be in attendance for that day.

A. *Phone calls will be received:*

Call the school attendance number and leave a message any time day or night.

B. *Attendance will be taken:*

Homeroom for grades 5 and 6.

The school attendance office will then compare the parent notification calls with the absence list after 1st period and will then call the parents of those students for whom they have not received a call and who are reported as absent.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law

Middle School

Parents are to call the school to notify if a child is not going to be in attendance for that day.

A. *Phone calls will be received:*

Call the school attendance number and leave a message any time day or night.

B. *Attendance will be taken:*

Homeroom for grades 7 and 8

The school attendance office will then compare the parent notification calls with the absence list after 1st period and will then call the parents of those students for whom they have not received a call and who are reported as absent.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law

High School

Parents are to call the school to notify if a child is not going to be in attendance for that day.

A. *Phone calls will be received:*

Call the school attendance number and leave a message any time day or night.

B. *Attendance will be taken:*

Homeroom for grades 9 through 12

The school attendance office will then compare the parent notification calls with the absence list after homeroom period and will then call the parents of those students for whom they have not received a call and who are reported absent.

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law

All Schools

Parents are responsible for providing a telephone number to the school where they may be reached during the day in order to be notified of their child's absence from school.

Parents are requested to call to notify the school of a child's absence. At that time, the absence is verified. If no call is received, the school will attempt to contact the parent. If the school talks to the parent, the absence is verified. If the school is unable to make contact with the parent, a postcard will be sent confirming the child's absence.

For those instances when a school is unable to make contact with the parent to verify an absence, the child must bring a note signed by the parent to the school upon his/her return. If a note is provided, the absence is verified. If no note is provided, the absence is recorded as unexcused, and the student is considered truant. All notification of absence must be provided to the school attendance office within two (2) school days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

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